

## EXPERT/CONSULTANT APPOINTMENT CERTIFICATION

NAME OF APPOINTEE ( <i>Last, First, Mi</i> )		SOCIAL SECURITY NUMBER
APPOINTMENT AUTHORITY	POSITION NUMBER	RATE OF PAY ( <i>Salary; Basis</i> )

In approving the filling of this Expert/Consultant position without regard to the laws and regulations governing appointments in the competitive civil service, and in approving the rate of pay set for this position without regard to the classification and pay laws, I have considered the applicable requirements of law, relevant Comptroller General decisions, and the instructions of the Office of Personnel Management and the Department of Commerce.

More specifically, I have satisfied myself that:

- (a) this position is necessary;
- (b) as defined in FPM Chapter 304 and DAO 202-304: (check one)
  - ☐ (1) this position is an "expert position", requiring a high degree of expertise not available from the regular work force;
  - ☐ (2) this position is a "consultant position", requiring a high degree of expertise not available from the regular work force and of a purely advisory nature not involving the performance or supervision of operating functions;
- (c) the work: (check one)
  - ☐ (1) is temporary (will not exceed one year); or
  - ☐ (2) is intermittent (with no regular tour of duty for service of no more than 130 days);
- (d) this authority is the most appropriate appointing authority for meeting the Department's needs;
- (e) the proposed appointee meets the definition of "Expert" or "Consultant" in FPM Chapter 304 and DAO 202-304, and does, in fact, possess the kind and level of expertise that will permit him or her to render the services the Department seeks;
- (f) the rate of pay intended to be paid the proposed appointee is commensurate with the level of the work to be performed and the appointee's qualifications for the work; and
- (g) required documentation is in order.

### Certifying Official:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Operating Unit)